



HEADQUARTERS
NORTH CAROLINA WING CIVIL AIR PATROL
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REPLY TO
ATTN OF: Maj Richard G. Augur, DO

1 Jan 05

SUBJECT: NC Wing Flight Crew Information File (NCW FCIF) # 05-1: Flight Release Officer procedures

TO: NC Wing Pilots, Commanders, and Stan/Eval members

1. The current Flight Release Officer (FRO) list as required by CAPR 60-1 para 4-9.a(3) is now available on the NC Wing website paperless wing homepage. **All current FROs have completed the requirements outlined below.**
2. The transition from a hardcopy spreadsheet format to the online format will also include some changes and simplifications to the FRO designation and management process as defined in CAPR 60-1 para 4-9.
 - a. CAPR 60-1 para 4-9.a(1) requires unit commanders to designate FROs in writing. This is currently accomplished on the NCWG Form 9 and updated quarterly. Effective 1 Jan 05 the NCWG Form 9 is no longer needed. FROs will be designated using the CAPF 2A. The designation will be made in Section II, Duty Assignment/Status Change. The 2A need not be signed by the requestor but must be signed by the unit commander. Once a member is designated a FRO **AND** added to the online FRO list it is NOT necessary to complete additional 2As on a quarterly basis.
 - i. If a FRO is removed from the online list it will be necessary to submit a new 2A if a commander wishes to redesignate that individual.
 - b. CAPR 60-1 para 4-9.a(2) defines training requirements. To be designated a FRO the applicant must:
 - i. Complete the NHQ online FRO training/test.
 - ii. Complete NC Wing specific training conducted by an approved FRO instructor IAW the current training outline published by the NCWG/Assistant Director of Operations (ADO).
 - iii. Submit a properly completed 2A, with the NHQ online test completion certificate attached, to the ADO. The NCWG FRO instructor shall note on the certificate or separate letterhead that the required NCWG training was completed and sign/date the statement.
 - iv. The designation is valid once the applicants name appears on the online list.
 - v. To remove a designation the commander should inform the ADO in writing that they wish to remove a member from the list. The removal is valid once the FROs name is removed from the FRO online list.
 - vi. Continuation Training will be done via email updates and meetings during commander's calls, conferences, etc when possible.
 - c. CAPR 60-1 para 4-9.a(4) requires FROs be provided with checklists to assist with releases. The checklist in CAPR 60-1, attachment 8 will be used. In addition:
 - i. FROs will annotate the margin of the CAPF 99 next to each release with a checkmark or some other symbol to indicate that the checklist was used during the release of the flight.
 - ii. FROs will collect any CAPF 9s used during flights they released and submit them with their CAPF 99.

- iii. FROs using the computerized CAPF 99 will properly release and sign the release at the time of release. The final version sent to NCWG will have a note in the margin indicating “all sorties properly released and signed at the time of release”.
- d. CAPR 60-1 para 4-9.a(5) requires NCWG to update CAP-USAF Liaison Offices quarterly. Previously, this was done by completing a NCWG Form 9 each quarter for FRO appointments and manually updating and submitting the FRO spreadsheet. This created unnecessary paperwork for commanders and staff officers. This regulatory requirement will now be completed as follows;
 - i. The ADO will continue to manage and compile the FRO online list.
 - ii. Unit Commanders must verify the accuracy of the current FRO list with the ADO quarterly. The deadlines for verification are 15 Mar, 15 Jun, 15 Sep and 15 Dec.
 - iii. If there are no changes the commander may verify the current designations via email. If a commander desires to designate a new FRO the procedures of paragraph 2b above shall be followed. A commander may remove a FRO via email or letter to the ADO. The ADO may offer input to commanders on designations and removals based on criteria such as reporting reliability and manning requirements.
 - iv. The ADO will update the online list and provide the CAP-USAF Liaison Office with the updated list and copies (scanned, hard copy, data disk,etc) of unit commander designations for all FROs on the list. The original designations will be maintained in the DO office at NCWG HQ.

Richard G. Augur, Maj, CAP
Director of Operations

FRO TRAINING OUTLINE

- I. Know the regulations
 - A. CAPR 60-1, Chapter 4
 - B. Know the tools of the FRO
 - i) CAPR 60-1, attachment 8
 - ii) CAPR 60-1, attachment 10
 - iii) CAPF 99
 - C. Take the online training and test <https://ntc.cap.af.mil/ops/dov/fro/index.htm> and print out a certificate.
 - D. Take the classroom training from a “trainer” listed below
- II. Procedures for Reporting
 - A. Use the most current CAPF 99 to log all flight releases, including canceled ones
 - B. Do **NOT** use a computer generated form or wait till the end of the month to fill out the form. It must be filled out as releases are given and signed each time.
- III. Techniques for releasing pilots
 - A. Know the pilot you are releasing
 - B. Get all their information including names of all passengers
 - C. Pilots should try to get the flight release the day or night before a flight to minimize difficulty of finding an FRO, and then call FRO just before the actual flight.
 - D. Inform PIC to call before they walk out the door at the airport to go fly, and leave a message that they are about to depart.
 - E. Inform PIC to call upon their return or arrival at their destination
 - F. Inform PIC to call if there are any significant delays during the flight where they must wait at another airport due to any reason which significantly changes their initial return time.
 - G. FRO is to take responsibility of initiating contact back with the pilot or ‘emergency contact’ if the pilot has not reported back within a reasonable time after the projected end of the flight.
 - H. In addition to the CAP regulations, NC Wing will add that “under no circumstance is the FRO obligated to give a release if he/she does not feel it appropriate”.
- IV. FRO lists and appointments
 - A. FROs are appointed quarterly by their unit commander using NC Wing Form 9 and updated according to current wing procedures. These appointment letters/updates must be turned in before the current quarter ends in order for the FRO to be on the next quarter list.
 - B. FROs who do not turn in the monthly Form 99 or who consistently turn in a negative report may be removed from the list.
 - C. There should be a centralized FRO list for each unit using an order of precedence that the pilot should call:
 - i) Unit commander
 - ii) FRO # 2
 - iii) FRO # 3
- V. List of “Trainers”—the attached page lists the members who took the class on 12-Apr-2003 at Wing HQ and may train other members using this outline.

FRO Trainers

Jesse Barefoot
Laura Eagle
Breece Nesbitt
Steve Ridgell
Toby Wall
John Piganelli
Paul Supina
Don Babcock
Jane Raymond
David Gamble
Stephen Bagby
Ronald Graven
Jim Gardner
Quentin Mueller
Dion Viventi
J. Wedding
Tony Wright
Dan Wishnietsky
Fred Eldredge
Christopher Stone
Thomas Thornburg
Thomas Hogg
Keith Hodgin
R.W. Harkness
Raymond Kleber
Max Benbow
James O. Carr
J. H. Denny
James W. Thames
Dominic Strug
Leslie Ingram
Ed Kale
Peter Hantelman
Dwight Ball
Robin McCall
Terry Newell
James Elliott
Francis D. Rackley
Al Therriault
Charles D. Shuping
Jerry Langley
Shawn McComas
Robert H. Bauer
Stan Ingram
Norm Wisniewski
Linda Johnson

